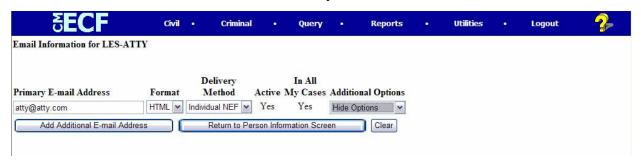
Modify Address and Email Information in ECF

Log into ECF, Click the **Utilities** link on the blue bar, Click **Maintain Your Account**.

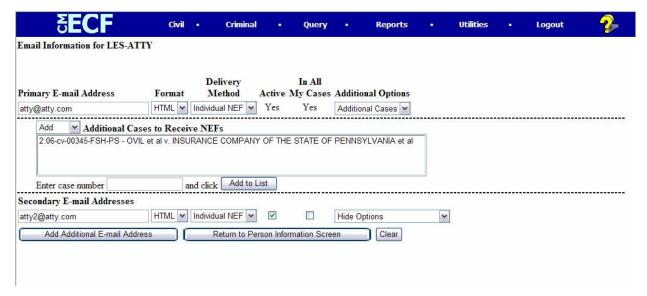
You will see the following screen. You can modify your Address information on this screen. Please enter all information in Upper Case letters. Ensure that you click the **Submit** button to save all changes, including those on the Email Information screen.

ΣOE	CF	Civil •	Criminal	• Quer	•	Reports	÷	Utilities	•	Logout	2
Please enter all	name and address in	formation in a	all UPPER CA	SE LETTER	S.						
Last name	LES-ATTY		First name								
Middle name Gender			ATY Type All	~							
Title	The second secon	1	arr type All								
Bar number			Type aty								
Prisoner id Office Unit	ROOSTER & FOX										
0000000	50 EASTERN ROAD										
Address 3	4										
City	TRENTON		State NJ	Ziţ	08608						
Country			County		~						
Phone	609-999-1111	Fax 6	09-999-2222								
Email inform	ation										
Submit	ear										

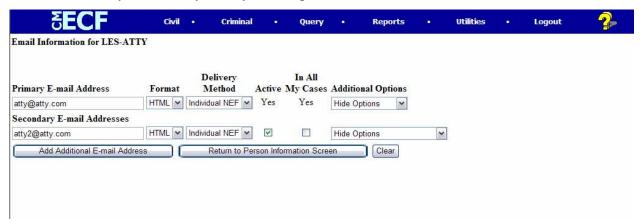
Click on the **Email Information** button to modify email notification information.



On this screen you may modify your Primary Email address. You must have a Primary Email address to continue with any other operations. You may select Additional Cases on the **Additional Options** drop down menu and enter other cases you would like to be notified on. If you choose to view the document on these additional case notifications, you will be charged the PACER fee since you are not the attorney of record.



To add secondary email addresses, Click on the **Add Additional Email Addresses** button, you will be able to add multiple addresses to receive notifications on your cases. You may select if this additional email address receives electronic noticing for all of your cases by checking the box for "In all My Cases" or you may select specific cases.



To specify what case notifications your secondary Email address will receive, click on the **Additional Options** drop down menu (next to secondary), select "Specific or Additional Cases". Enter other case numbers you would like this email address to receive notification on. The receiver will be charged PACER fees to view the documents that you are not listed as attorney of record.



Ensure you click **Return to Person Information Screen** and then the **Submit** button to save any changes.